

Setting up a Forum for class discussion in Moodle - Script (Teacher)

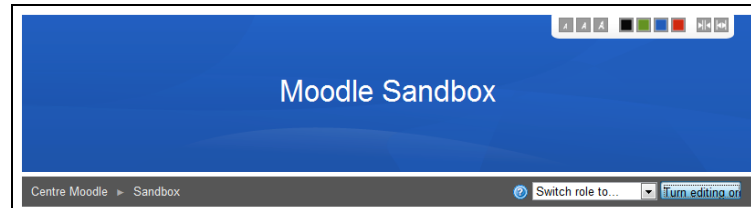
Forums are a discussion tool that allow instructors and students to post and reply to each other's saved messages within their Moodle course. Through email subscription, students can also receive emails containing content posted to the discussion forums of their Moodle courses.

By default each course site in Moodle has a News Forum that can be used by the teacher for announcements. Students cannot post to the News Forum. The "Latest news" block will display recent discussions from this special forum (even if you rename it).

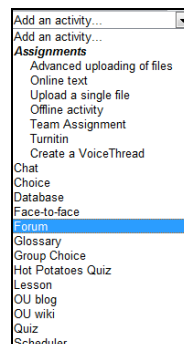
Additional forums can be added to a course site to promote engagement and interactivity.

To create a forum within your Moodle course:

- Click the "**Turn editing on**" button on the upper right-hand side of your course homepage.



- Choose **Forum** from the "Add an Activity" menu in the where you want to add the forum.



- Enter the title of the forum in the **Forum name** box.

- Select the type of forum from the **Forum Type** menu.

- A Single simple discussion is used for a single topic and all posts are contained on one page*
- A Standard forum for general use is an open forum where instructors and students can start a new topic*
- An Each person posts one discussion is a forum where each person can create one new discussion topic*
- A Q and A forum is a forum requiring students to post before being able to view other posts*

- You should write instructions for how you want students to use the forum in the **Forum introduction box**.

- Under "Force everyone to be subscribed", you can make the forum act like a list server, such that posting a message automatically sends an email to everyone who is subscribed. To send emails to students each time a post is made, choose **Yes** from the drop down menu under "Force Everyone to be Subscribed"

- Forums may also be used as graded assignments. In order to add grades to posts, you should locate the "Aggregate Type" section of the forum settings and check the type you would like to use. Select a Grade scale for this assignment. Once a student makes a post to the forum, a drop down will appear on the post making it easy to assign a grade when you read it.

- Click **Save and Return to Course** when you are done editing settings.

Making Anonymous Forums

Anonymous Forums are a special type of forum that allow the instructor to hide students and teacher names.

Anonymous posts are not truly anonymous -- the instructor can reveal the authors' names at any time.

There are three settings in the Anonymous Posts? drop down menu.

- *No, Never - the teacher and student names will appear with each forum post
- *Yes, Always - the teacher and student names will be hidden and posts for this forum will appear to be written by 'anonymous user'
- *Yes, Choose - the teacher and student will see a checkbox where they can decide for each post whether their posts will appear with their name or be anonymous